AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING

WAPS CDC Study Reference Material Distribution Program

AFIADL/DOW

Overview

- WAPS Distribution Program
- Individual Responsibilities
- Management Products
- Purchasing WAPS CDCs
- Members in PCS Status
- BTZ Promotees

WAPS PROGRAM

- Each year, the Air Force Institute for Advanced Distributed Learning (AFIADL) ships an initial issue of WAPS CDCs to airmen who are eligible for promotion to the next higher grade for the first time

- New or supplemented CDCs are shipped to those whose previously issued CDCs have changed

WAPS PROGRAM

- WAPS materials for E-6/E-7s are scheduled to be shipped in September and E-5 materials are scheduled to be shipped in October of each year

- WAPS materials should arrive within 8 weeks after shipment from AFIADL

INDIVIDUAL RESPONSIBILITIES

- Know when you're eligible for promotion
- Review the WAPS Catalog to identify required study references
- Ensure you obtain and study the correct references

INDIVIDUAL RESPONSIBILITIES

- Maintain issued material until it is superseded or you no longer need it
- Promptly contact the WAPS monitor when CDCs are not received or are incorrect
- Be prepared to test on the first day of the cycle

INDIVIDUAL RESPONSIBILITIES

- Ensure you receive at least 60 days study time with the required references

- IAW AFI 36-2605, members may request a delay in testing when study reference materials are not received provided they have initiated follow-up action in a timely manner (prior to the start of testing cycle)

MANAGEMENT PRODUCTS

- A RIP is generated in the Personnel Data System for each member eligible to test
- The RIP notifies each person whether CDC materials have/have not been ordered for him/her
- An additional RIP is generated when materials are mailed by AFIADL

PURCHASING WAPS CDCS

- When WAPS CDCs are unusable or unavailable due to the member's negligence, the member may purchase a set of replacement materials for $20

- Materials may be purchased from 1 October until 15 June. The member must send a cashier's check or money order. Personal checks are not accepted and will be returned

MEMBERS IN PCS STATUS

- If a member’s PCS departure date is prior to 1 Nov, WAPS materials are shipped to the gaining MPF

- If a member’s PCS departure date is 1 Nov or later, WAPS materials are shipped to the losing commander’s support staff

BTZ PROMOTEES

- Individuals promoted 1 Sep - 31 Jan to SrA BTZ will not be identified by the PDS system as requiring WAPS material

- These individuals must contact their Unit WAPS Monitor upon promotion to request their WAPS material

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